

STATE OF HAWAII – OFFICE OF ELECTIONS
EMPLOYMENT OPPORTUNITY
Election Specialist

Overview: The Office of Elections directs and coordinates the statewide election system. The mission of this office is to provide secure, accessible, and convenient election services to all citizens statewide.

This is a full-time, exempt position in the Voter Services Section that starts immediately. Voter Services provides direct election services to the citizens of Hawaii.

Job Duties: Implement, coordinate, and evaluate voter registration programs statewide, assist with production and procurement of voter registration and education materials, and provide administrative support to the section.

Qualifications: College degree, preferably in education, community education, or political science.

Required licenses: Valid Hawaii Driver's License (Type 3) and eligible to be a registered voter in the State of Hawaii.

Experience: One year of professional work experience which demonstrated the ability to read, understand, interpret and apply laws, rules, procedures, and policies; and coordinate outreach programs.

Skills: Skills in report writing, public speaking, organizing; and Microsoft Word and Excel. Must communicate effectively both orally and in writing, and work with the public.

Other: Must be able to work overtime (after hours, weekends, holidays)

Salary: \$2,000/month + overtime

Benefits: Holidays, vacation and sick leave, health insurance

To apply: Mail, e-mail or fax resume (Attn: Voter Services)

Address: Office of Elections
802 Lehua Avenue, Pearl City, Hawaii 96782

Phone: (808) 453-8683

Fax: (808) 453-6006

Email: elections@hawaii.gov